



Montana Department of Transportation
PO Box 201001
Helena, MT 59620-1001

Memorandum

To: District Construction Engineers

Thru: Paul Jagoda, PE *PJ*
Construction Engineering Services Engineer

From: Joel Marshik, P.E. Administrator *Joel 10/3/03*
Highways and Engineering Division

Date: September 30, 2003

Subject: Policy on Reporting of Erosion and Sediment Discharges or Concerns

This memo is a follow-up to the Director's Management Memo dated September 4, 2003; subject Reporting environmental violations to regulatory agencies.

This is the process to follow on the reporting of sediment discharges, erosion BMP failures due to moisture events or any construction practice or operation that results in a potential violation of any permit or condition thereof.

1. The EPM will immediately notify the contractor of any erosion, sediment discharge or other environmental concern, and document this notification. If the erosion, discharge or other concern requires further action, detailed in the following steps, the contractor must be notified that these steps will be taking place.
2. The EPM reports immediately by an e-mail to the District Construction Engineer and "CC's" MDT Environmental Engineering Section Supervisor (Jean Riley) and MDT Construction Engineering Services Bureau through the appropriate Construction Reviewer.
 - a. Include what the event was.
 - b. Describe what was the discharge or damage.
 - c. What is the planned follow-up to correct it?
 - d. Include hyperlinks to the photos or the path to the photograph files.
3. Follow-up with an e-mail to everyone that you reported to when the planned correction is completed.
 - a. Include hyperlinks to the photos or the path to the photograph files.
 - b. Include the information that was documented in the required 2-week BMP inspection report.

4. MDT Environmental will contact regulatory agencies as needed and FHWA on federal oversight projects.
5. The contractor must provide an emergency contact number for events that take place outside of the working hours, and the EPM will contact this number if a major event requiring further notification takes place. If the situation requires further notification, and cannot be reported according to this policy due to a weekend or other reason, the following is an emergency weekend contact for DEQ after hours that is to be used. The phone number is 841-3911 or www.deq.state.mt.us/enf/.

Reporting, other than to the contractor, is not required for routine maintenance unless it meets one of the following:

- The magnitude of the required maintenance cannot be completed within 48 hours or the potential for a major discharge is high due to the needed maintenance.
- The contractor is not completing maintenance as instructed by the EPM or required by the SWPPP.

If you have any questions or require additional information, please contact me.

PJ/PGJ/pgj

cc: Mark Wissinger, PE
EPMs
Jake Goettle
Dave Hill, PE
Ted Burch-FHWA
Lisa Durbin, PE
Jean Riley, PE
DAs
DOEs
Jim Walther, PE
Const. Eng. Services Bureau
Lyle Manley